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*IPC - Organ. & Mgmt*

Approved For Release 2000/09/08 : CIA-RDP78-04723A000100100028-5

5 September 1969

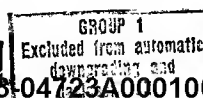
MEMORANDUM FOR: Chief, Information Processing Staff, OPPB

SUBJECT : Proposed Instruction Dealing With the Role and Responsibilities of the Information Processing Coordination Group - Draft 2 dated 4 September 1969

1. The need to have the proposed instruction ready to go forward with the memorandum for the Director to address to the Deputies would seem to have been over-taken by the distribution of the memorandum signed by the Director on 3 September 1969. (ER 69-3013/4). I would hope that this would allow us to proceed at a more deliberate pace. It seems to me that issuance of an instruction, even the discussion of one, before we have addressed the questions you posed at our meeting on 22 August 1969 is premature. I believe the first instruction should provide the structure for strengthening the ADP management of the Agency by establishing the Charter for the IPC Group or Board and setting forth the authorities and responsibilities of each of the IPC echelons, e.g. the IPC Group or Board; the IPC Staff, OPPB; and the Directorate IPC's. It is important that the first instruction be carefully constructed and be as strong and as meaningful as we can make it because it will set the tone for everything that is done thereafter. I would urge, therefore, that we seek a brief respite and perhaps set the week beginning 29 September as a reasonable target for the distribution of an Agency Notice.

2. Consistent with the theme of sound information processing practice, we should give some attention to the articulation of some objectives before we attempt their achievement, and we should have some reasonable definition of the problem before we attempt to solve it. Paragraph 1 of the draft instruction says we are going to strengthen the coordination and control of information processing activities, but what are "information processing activities"? In the arena of the present group of IPC coordinators we seem implicitly to consider them to be all activities which use computers, but no one has ever specifically so stated. On the other hand, the Information Processing and Exploitation Category of the Combined Program Call - the primary mechanism for management of the Agency - is defined in quite different terms. I am not suggesting that the definition of "Information Processing activities" should be coincidental with the definition of the IP and E category, but if it isn't it should be separately defined.

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3. With regard to paragraph 3a of the 4 September draft, I wonder whether the top management of the Agency is really going to be very much interested in "the Board's deliberations and activities." If it is, we will have to start keeping minutes regardless of the impact it may have on the informality and openness of our discussions. The last sentence of paragraph 3a adds nothing to the substance of the proposed instruction. It goes without saying that the Executive Director-Comptroller can meet with this group at his discretion.

4. With regard to paragraph 3b. I would offer the same observations I made about the related paragraph in the earlier draft. Rather than concern itself exclusively with matters in the province of the Support Directorate, I suggest that the Board should interest itself in the evaluation of information processing activities (once we know what that means) in terms of their life expectancy and long term utility; their contribution toward mission accomplishment and program accomplishment; whether they duplicate existing systems or others planned or under development; whether they should be integrated with other systems or there is a need to ensure compatibility; is there a real need to use ADP; is the program itself valid; and what benefits will accrue to the organization.

5. The format of the "Instruction" should be considered. There ought to be an Agency Regulation on this subject, but the Executive Director-Comptroller may prefer to issue it in memorandum form to each of the Deputies at first until we have an opportunity to see how it will shake down.



25X1A

Information Processing  
Coordinator, DD/S

DDS/SSS/RHW:jms (5 September 1969)

Distribution:

Orig - Adse

1 - SSS Subject

1 - SSS Chrono

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DRAFT PBK 9/4/69

1. The following instruction is intended to clarify the role and responsibilities of the Information Processing Coordination group, hereafter to be called the CIA Information Processing Board. It is issued in accordance with the Director's instruction to me to strengthen the coordination and control of information processing activities in the Agency.)

*What are  
other  
IP+E  
categories  
of programs*

2. In pursuing the above objective, I wish to bring the Information Processing Board and the CIA Information Processing Staff, Office of Planning, Programming, and Budgeting, into a closer and more mutually supporting relationship.

3. The Information Processing Board has the following basic responsibilities:

a. To improve the flow and exchange of information on information processing in general and on CIA information processing plans and programs in particular and to keep top management within the Agency informed regarding the Board's deliberations and activities. I will expect the members of the Information Processing Board to discuss fully those

*we will have to  
start keeping  
minutes*

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information processing plans and programs of the various directorates which are of joint or mutual interest. I may wish to meet with the Board from time to time on particular problems and I may on occasion attend its meetings.

*add nothing - of course he may do this if he chooses.*

b. To define and analyze broad policy questions arising in the information processing field and refer recommendations to top management for decision. Broad policy questions of interest to over-all Agency management such as those relating to information processing security, training, personnel management, space, supplier relations, hardware guidance, etc., are to be addressed by the Board.

c. To review and assess specific information processing activities and projects within the Agency and to report on progress, problems, and recommendations as warranted to top management.

4. In proceeding to carry out the above responsibilities, the Board should:

a. Function under the chairmanship of the Chief, CIA Information Processing Staff, O/PPB.

b. Draw upon the CIA Information Processing Staff for required staff support.

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c. Appoint, with the concurrence of components involved, ad hoc working groups as needed to assist the Board in carrying out its responsibilities.

d. Seek to correlate its analysis of information processing projects and activities with that of the Agency's Combined Program Call.

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TRANSMITTAL SLIP		DATE
TO: [REDACTED]		4 Sept 68
ROOM NO.	BUILDING	
REMARKS:		
<p>For your review.</p> <p>May I please hear from</p> <p>you by Friday a.m.</p>		
FROM: [REDACTED]		
ROOM NO.	BUILDING	EXTENSION

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FORM NO 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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